



Portland Public Schools

Portland School Committee

Workshop – 6pm

Business Meeting – 7pm

Wednesday, March 3, 2010

Room 250, Casco Bay High School

Assuring that all students are learning for their future

6:00pm – Workshop

1. School Committee and subcommittee priorities and activities

7:00 pm – Business Meeting

Call to Order

Pledge of Allegiance

Report of the Chair

Report of the Superintendent

1. FY11 budget presentation

Report of the Secretary - None

Report of the Committees

1. Curriculum and Educational Planning Committee
2. Facilities and Transportation Committee
3. Finance Committee
4. Other committees and/or member concerns

Consent Items - None

Old Business - None

New Business

1. Consideration and action to accept the superintendent's FY11 budget and refer to the Finance Committee.

Moved _____ Seconded _____ Voted _____ to accept the superintendent's FY11 budget and refer to the Finance Committee.



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- 2. Consideration and action to grant the retirement incentive approved by the School Committee on February 3, 2010 to three employees who have been employed with the Portland Public Schools less than 10 years.

Moved _____ Seconded _____ Voted _____ to grant the retirement incentive approved by the School Committee on February 3, 2010 to three employees who have been employed with the Portland Public Schools less than 10 years.

Personnel

- 1. Consideration and action to approve the Personnel items listed:

A. Sabbaticals for 2010-2011 school year:

Peg Richards Art/CBHS & Lyseth Half-time/full year

Purpose of Sabbatical: Deepen work as an artist, develop new skills and create a new body for visual art, as well as develop curriculum for CBHS.

Amanda Rowe Nurse/Hall 2nd Semester

Purpose of Sabbatical: Develop comprehensive health procedures handbook, by researching and creating an on-line resource for the district that will be usable and easily updated. Would also like to research programs with successful physical activity, nutrition and obesity prevention to incorporate into curriculum district-wide, if time permits.

Paul Clifford Social Studies/King 2nd Semester

Purpose of Sabbatical: Complete an intensive, accredited Spanish speaking program in Santiago, Chile, to include an online travel journal accessible to students as well as a Skype Pal program with a school in Chile that will connect directly with students and staff in Portland Public Schools Spanish classes.

B. Leave of Absence: Effective 2010-2011 School Year

Kathleen Archambault	SPED/Moore	1.0	Childrearing
Caroline Robinson	SPED/CBHS	1.0	Childrearing
Shannon Hamman	Grade 5/Hall	0.5	Childrearing

C. Consideration and action to renew the contracts of Principals for the 2010-2011 school year who have been employed more than two years, pursuant to M.R.S.A . Title 20-A, Chapter 504, Section §13301, Employment of Principals.

Dana Allen	Kelly Hasson	Steven Nolan
Christine Bearce	Karen James	Derek Pierce
Brian Britting	Shelia Jepson	Stephen Rogers
Dawn Carrigan	Michael Johnson	Gail Senese
Lee Crocker	Nancy Kopack	David Turner
Carol Dayn	Michael McCarthy	Robert Wood
Marcia Gendron	J. Peter McCormack	Kimberly Wike
		Lenore Williams

Moved _____ Seconded _____ Voted _____ to approve the Personnel items listed.



Committee Focus on Educational Issues - None

Public Comment Prior to 11:00 PM on any items not on the evening’s agenda

Adjournment

Moved _____ Seconded _____ Voted _____ to adjourn the Business Meeting at _____.

Upcoming School Committee Meetings

- March 24, 7:00pm Business Meeting – First Read of FY11 Budget, **Room 250, CBHS**
- March 31, 7:00pm Business Meeting – Second Read and Vote of FY11 Budget, **Room 250, CBHS**

Upcoming Workshops

- March 10, 7:00pm Workshop-Security Plan and Organizational Chart, **Room 250, CBHS**

Upcoming Subcommittee Meetings

- March 8, 7:00pm Public Hearing on Superintendent’s Proposed FY11 Budget and Finance Committee deliberations, **Room 250, CBHS**
- March 9, 6:30pm Joint City/School Finance Committee, **Room 321, PATHS**
- March 10, 5:45pm Curriculum and Ed Planning Committee, **Room 321, PATHS**
- March 11, 7:00pm Finance Committee (*tentative*), **Room 321, PATHS**
- March 15, 7:00pm Finance Committee (*tentative*), **Room 321, PATHS**
- March 16, 7:00pm Finance Committee (*tentative*), **Room 321, PATHS**
- March 17, 7:00pm Finance Committee (*tentative*), **Room 321, PATHS**
- March 24, 5:45pm Curriculum and Ed Planning Committee, **Room 321, PATHS**
- March 25, 6:00pm Joint City/Finance Committee, **City Council Chambers**
- March 29, 7:00pm Finance Committee (*tentative*), **Room 321, PATHS**
- March 30, 7:00pm Finance Committee (*tentative*), **Room 321, PATHS**

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Portland School Committee

Workshop
March 3, 2010
6:00 p.m.

Meeting Purpose: To reaffirm or update the priorities of the full committee and review planned activities of the standing subcommittees

Desired Outcomes:

- List of key priorities of the full committee
- Consensus on the planned activities and meeting frequency of the standing subcommittees

Agenda:

1. Review and discussion of full committee priorities, as developed at the August 2009 retreat
2. Review and discussion of subcommittee plans

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Planned Activities of the Subcommittees (as of February 26, 2010)

Curriculum and Educational Planning (Thompson)

- To be provided in time for the workshop

Facilities and Transportation (Caron)

- ESCNTF Report
- Day Treatment
- Central Kitchen
- Modulars
- Adult Ed
- CIP Planning
- Technology infrastructure
- Security
- Energy Improvements
- Ocean Ave redistricting
- Bus Exceptions
- Walking routes

Finance (Snyder)

- Manage the budget process for FY11 (through May)
- Receive and work with the first multi-year budget document and lay plans for its use FY12 and beyond
- Prepare resolution to direct the way we budget (introduce in May)
- Revise finance policies (summer/early fall)
- Revise Sustainability Plan (by June)

Personnel (Thompson)

- To be provided in time for the workshop

Policy (Costa)

- Develop a new policy around Response to Intervention (by June)
- Examine policy JKG Restraining Students (requested by Superintendent)
- Revise IKE policies Promotion and Retention of Students
- Review BDE on subcommittees (as needed)
- Review JICH-R on Drug and Alcohol Use (requested by Superintendent)
- Review other policies as developed by the Curriculum and Educational Planning Committee
- Consider potential committee rules of procedure and new policies related to strategic planning, progress reports from the Superintendent, and district goals

Appointments (Holton)

- Establish procedures for conducting appointments
- Support full committee in identifying and recommending candidates to serve on citizen advisory panels and other special committees, as needed

Report of the Chair

August 26, 2009

- Eight of the nine voting committee members, the Superintendent, and the Assistant Superintendent dedicated a full day on Saturday to talk about our priorities for the year.
- Thank you for a such productive session with consensus across all areas.
- For those who could not attend, hopefully you'll see the benefits of our discussion as we move through the year.
- Focus of the retreat was to better align our work to our statutory responsibilities and the priority areas facing the district.

FY2010 School Committee and Superintendent Goals

- Overarching agreement that School Committee and district should work towards greater equity across our schools with respect to staffing and resources

Superintendent Goals

- Forge regional alliance with Westbrook and South Portland, focusing on transportation routing and maintenance, vocational and technical high schools, and virtual high school courses
- Establish clear management of district grants, including data tracking and accountability
- Conduct a cost-benefit analysis of our special education program and recommend improvements
- Complete vision process, with a draft report by December 2009
- Implement School Committee resolution on multi-year budgeting, as directed
- Implement School Committee resolutions on elementary facilities and/or school security, as directed
- Recommend appropriate structure and staffing for Central Office operations
- Apply for next round of state school construction funding
- Develop plan to increase graduation rate
- Conduct school air quality study

School Committee Goals

- Oversee implementation of multiyear budgeting resolution (fall/spring, Superintendent leads, regular finance subcommittee reports, full committee updates)
- Prepare and implement resolution to address facility needs (fall)
- Participate in the visioning process, as appropriate (fall, School Committee chair appoints member to serve on executive planning panel)
- Develop resolution defining comprehensive planning process to realize vision (spring)
- Assess and develop a class size policy (Superintendent prepares draft policy, full committee considers)
- Evaluate and recommend options for marketing schools and communicating accomplishments (Marnie/Liz)
- Restructure School Committee (fall, policy subcommittee takes lead)

Subcommittees: Areas, Roles/Responsibilities, Meeting Frequency, and Communication

- Agreed to restructure the subcommittees around Finance, Curriculum (or Educational Planning), and Facilities, planned for implementation by December 2009.
- Personnel subcommittee activities will continue through January, transitioning issues to finance and curriculum subcommittees with task forces, as needed, to address contract negotiations.
- Policy subcommittee responsibilities will transfer to the other subcommittees, as appropriate, or to the full committee. As needed, task forces will be created to handle policy-related issues that require longer-term efforts.
- Facility issues will continue to be handled by the committee members on the Facilities Task Force until the new subcommittee is formed.
- Chair will appoint a committee member to chair a task force to prepare for the new Curriculum Subcommittee.
- Chair will explore City Council receptiveness to supplementing the Joint Finance Committee with joint committees to deal with facilities, technology, and athletics (facilities, funding).

- School Committee will consider expanding involvement of staff and community members, where appropriate, to address priorities of the district.
- Discussed expectations regarding agenda setting, communication, and documentation.

Worthwhile Workshops: Expectations, Structures, and Schedules

- Agreement that four types of workshops: annual district and program updates (NEW); Superintendent and staff reports; overview of pending actions; and educational issues and professional development. The first two relate directly to our oversight responsibilities.
- Agreed on several dozen topics to cover during the year. Topics of relatively greater interest:
 - Class size policy and implementation (7)
 - Student data, state reporting, and privacy issues (7)
 - Student testing and school metrics (6)
 - School calendar (6)
 - State of the District (5)
 - Implementation updates related to the Facilities Task Force Report and associated resolutions (5)
 - Charter Commission issues, consultation with counsel (5)
 - Grantwriting and other revenue options (4)
 - School-Based Health Centers Annual Report (3)
 - Chapter 104 and Special Education Annual Report (3)
 - Middle school club sports and lacrosse (3)
 - Curriculum Annual Report (2)
 - Title I and NCLB Annual Report (2)
 - Sustainability Plan Annual Report (2)
 - Policies vs. procedures (2)
 - Legislative activities and direction (2)
 - High school graduation requirements (1)
 - World Language Coordinator progress report (1)
- Agreed on mechanisms available for conducting workshops (monthly workshop and Committee Focus on Educational Issues as part of business meetings).
- Discussed expectations regarding documentation for workshops and action items.

Review of "Parking Lot" Issues, Next Steps, and Responsible Individuals

- Chair will work with the subcommittee chairs regarding common templates for agendas and minutes.
- Orientation task force will explore ways to improve training for new chairs and other leadership positions as well as to provide opportunities for more interactions between new and old committee members.
- Policy subcommittee and the Superintendent will review policies that were mentioned during the retreat to determine whether new or revised policies are necessary and, if so, determine a process for completing them.
- Central Office will research and report on staffing (class size) and funding resource differences across the district.
- Superintendent will follow-up with his executive secretary about alternative formats for weekly packets.
- Superintendent and personnel committee will identify information needs and approaches in preparation for the next round of contract negotiations.